WORLDSPAN Interface Preparation

Preparing for Interface

Preparing for Interface starts by contacting your Worldspan representative. When WORLDSPAN enables interface for your office, they assign the interface a line number, or LNIATA, just like your printers. The Host sees this address as a TAIR device. You need to know this LNIATA for many of the formats used to control transmission from the interface queue. For further information see your WORLDSPAN documentation.

Contact your WORLDSPAN sales representative to establish any branch links that may be required for interface. To interface multiple branches setup the ARC/BSP table in Trams Back Office (Windows) Utilities prior to your first interface session. MULTI-BRANCH is a billable option in Trams Back Office (Windows) only when setup for separate financial statements.

WORLDSPAN Image to Disk- Single file U.S. TAIR

This means that WORLDSPAN creates a single file for all TAIR (Travel Agent Interface Record) messages where HPM and Interface is installed. In order to interface successfully, Trams must have access to the PC where the HPM Interface is installed. File and printer sharing are required. Check with WORLDPSAN Technical Support for assistance. Once the WORLDSPAN HPM and Interface is setup, you can access the download utility in Trams, and select CRS: Worldspan Image to Disk and locate the PNR FILE PATH: **c:\wspan\hpm\output\logair.dat** (Consult with WORLDSPAN or your Technician for correct path.)

Worldspan - Multi-file INTL TAIR

This means that WORLDSPAN creates a separate file record PER Interface TAIR (Travel Agent Interface Record) where HPM and Interface is installed. In order to interface successfully, Trams must have access to the PC where the HPM Interface is installed. File and printer sharing are required. Check with WORLDPSAN Technical Support for assistance. Once the WORLDSPAN HPM and Interface is setup, you can access the download utility in Trams, and select CRS: Worldspan and locate the PNR FILE PATH: **c:\wspan\hpm\output** (Consult with Worldspan or your Technician for correct path.)

Note: When multi-file INTL TAIR is set up, a Windows Scheduled Task can be setup to manage automated downloads in Trams. (Does not work with a single file U.S. TAIR configuration.)

TAIR Level 20

WORLDSPAN currently has different interface levels which control the format of the TAIR records generated by Invoice and Ticketing commands. Trams Back Office (Windows) supports WORLDSPAN interface level 20. Interface levels can be changed with the WORLDSPAN command 4G@W/20. To view your office profile and interface level in Worldspan type 4G. (The @ represents the change key in Worldspan.

WORLDSPAN PLATFORM	Settings in Trams Back Office
Worldspan Go Res	C:\WSPAN\HOSTPRT\LOGAIR.DAT (The CRS option in the Trams Back Office Download screen needs to be set to WORLDSPAN Images to Disk and not Worldspan.)
Worldspan Go Res	C:\WSPAN\HPM\OUTPUT (The CRS option in the Trams Back Office Download

	screen needs to be set to Worldspan, and not Worldspan Images to Disk.)

Worldspan Interface Control

The WORLDSPAN Interface Record, called a *TAIR*, is held on queue by WORLDSPAN, pending transmission to your office. After the TAIRs have been sent, a copy is available for retransmission for **10 days**. The records are purged from the queue after that time. WORLDSPAN assigns a line address (LNIATA) when interface is first established. You need to know the LNIATA for many of the formats used for interface. For additional information on interface commands see **HELP DDP or HELP DDRD** in WORLDSPAN.

Determine the LNIATA for Interface - JZXMSG DR PCC DT1P

This entry displays the address of the TAIR device configured for your office. Checking the status of the queue:

JZXMSG DQ LNIATA

This entry allows you to see the status of the TAIR device from the WORLDSPAN side. WORLDSPAN responds with a status of devices. Under the Header of COUNT for H/C1 * you see the number of TAIR messages pending transmission to your office.

```
Q Report 97AB06 PSH Status-Valid Last- 183 Max-203


Q Count ACT LOG SHR MON LNIIATA RSD


0 RES 0 Y N N N
1 TKT 0 Y N N N
2 BRD 0 Y N N N
3 0 Y N N N
4 DIAG 0 Y N N N
5 H/C1 *18 Y N N N
6 H/C2 0 Y N N N
7 LL1 0 Y N N N
```

Starting Transmission - YSTR LNIATA

This entry starts the transmission of records from WORLDSPAN. If cabled for Interface, start the Windows Interface Utility on the receiving PC before starting transmission.

Stopping Transmission - YSTP LNIATA

This entry stops the transmission of records from WORLDSPAN. If Interface is setup as Image to Disk, it is important to stop the transmission of records to the file before going into Trams to receive the records from the file. You may experience a share violation if attempting to retrieve records while WORLDSPAN is transmitting.

Re-Transmission of Interface Records

WORLDSPAN stores interface messages after initial transmission for 10-days. Verify with WORLDSPAN that the agency has the authorization to enter the retransmission commands. See *INFO RETRANSMIT* in the Worldspan DRS for additional information on re-transmission of TAIRS.

DDP*15JUL	Display the DDP report for the days messages

	available for retransmission
DDRD1	Retransmit Line 1 from the DDP display
DDRD1-5	Retransmit Lines 1 through 5 from the DDP display
DDRD1/5	Retransmit Lines 1 and 5 from the DDP display
DDRJ75	Retransmit all messages by Julian date. March 16 is the 75th day of the year.

Establishing Daily Procedures

Go over the Interface Overview Section for a detailed description of the Download and Processing Steps. Use this as your guide to establishing daily procedures.

Interface is a great tool for communicating with the *Trams* Back Office system. The goal of interface is effective data entry into *Trams*. In order to optimize the data base that *Trams* is creating from your TAIRs, you'll want to set up some minimum daily requirements to ensure the integrity of the data and to maintain the *Trams* backoffice system.

TBO=*Trams* Back Office

TBO Transmission Procedures to the Winint32

1) **Start** the TBO Interface Program and verify that the status is **Waiting**.

- If you Interface to a file (C:\HOSTPRT\LOGAIR.DAT) the Winint32 is not required. You will start by transmitting records from WORLDSPAN first

2) From a Worldspan workstation type: [Must be in a reservation screen]

- JZXMSG DQ lniata to check the status of TAIRs on queue
- YSTR*lniata* to start the transmission of records.

  Check status until queue count is zero. If you are on images to file you may want to start the interface queue in the morning and stop in the evening, like you do your printers. This way records are going into a file all day. Records are then downloaded into Trams at your convenience.

- YSTP*lniata* to stop the transmission records

3) Once all records have been received

- Stop the TBO Interface Program.

Download Procedures for TBO

1) From the *Trams Back Office (Windows)* Main menu select **Interface|Download**

2) Receive the records captured into *Trams Back Office*

3) Once all records are received click *Close*.

CONTINUED PROCEDURES FOR TBO

1) From the *Trams* main menu select **Reports|Interface**

- Review the Download Error Log for missing invoices.
- Print the Interface Invoice List to compare to your invoice hard copies.

2) From the *Trams* main menu select **Interface|Process**

- Process all records until the file is empty.

3) From the *Trams* main menu select **Invoice|Query**

- Enter the date range you just processed and reconcile to your invoice hard copies.
- Make any changes to records at the invoice or booking level.
- Add any missing invoices
- Void any invoices to be voided
- Enter Full Invoice refunds

4) From the *Trams* main menu select **Reports|Invoice**

- Run the ARC/BSP reconciliation report
- Reconcile agent/auditor coupons to the ARC reconciliation report
- Correct any errors in the booking itself by going to **Invoice|Query**.

5) From the *Trams* main menu, select **Payments|Received**

6) Enter any cash/check payments received from clients and vendors.

7) From the *Trams* menu select **Reports|Payments|Receipts**

- Reconcile the days' receipts to the bank deposit slip

8) From the *Trams* menu select **Payments|Made**

- Enter all the agency disbursements

9) From the *Trams* menu select **Reports|Core**

- Process and review the Core Reports - Client Balances, Vendor Balances, ARC|BSP Balances and Check Register. The ARC/BSP Balance report only displays data after the first ARC settlement has been processed in *Trams*. Until the first ARC settlement is processed in *Trams*, the ARC/BSP Reconciliation (**Reports|Invoice|ARC/BSP Reconciliation**) report may be used to verify all ARC/BSP documents.

10) From the *Trams* Main menu select **Utilities|Backup**

- Backup all data that has been entered

Interfacing Multiple Branches

If you have multiple branches, *Trams* sorts the invoices into their proper branches as long as you have your ARC/BSP Numbers set up properly in **Utilities|Setup|ARC Numbers**. There is no separate licensing agreement for multiple branches handled with a single *Trams* General Ledger. Also go to the **Utilities|Setup|Global Default|Prompt** in TBO and be sure the field *Allow Branch Entries* is set to *STP* or *Full.*

Entries Affecting Invoices and Tickets

The WORLDSPAN Interface Record or TAIR transmitted to the *Trams* system gets its information from the PNRs you create. How information is entered into the PNR is directly related to *Trams* success in translating the information. Sometimes a special Accounting Remark line entered with a **5** format must be included in the PNR before invoicing to capture specific information about the customer and the transaction. These entries transmit to *Trams* in the TAIR. **Descriptor codes** can also be entered at the booking level. See the *Booking Level Descriptor Codes* table in this section for a complete description of codes.

All records need a customer number, and sales agent ID for proper tracking. All bookings or segments sold need a vendor name or vendor code for proper tracking. *Trams* does not reject a record during the download if these items are missing, but the record does need operator intervention to process. (Refer to the *Trams Interface Processing* section of this addendum for additional information.)

Interfaced Air bookings (ARC and non-ARC) that don't have fare by leg information, will have fare-by-leg auto-calculated based on the Base Fare divided by the number of legs.

Customer ID or Customer Number 5-CA

The Customer ID should be made mandatory for interface to *Trams*. The Customer ID should match the Interface ID in the *Trams* Client Profile Interface ID's can be a maximum of 10 alpha/numeric characters. New Client Profiles can be created in *Trams* during the interface processing. *Trams* recommends a customer number for every billable client to capture billing and marketing information. Customer numbers can also be assigned for House Accounts.

CUSTOMER NUMBER ENTERED AS A CLIENT CODE. PRINTS ON THE WORLDSPAN INVOICE.	5-CA3106882324 5-CAABCINC
THIS FORMAT INTERFACES TO TRAMS. DOES **NOT** PRINT ON THE WORLDSPAN INVOICE.	5AN-3106882324

Address Field 5-CB

Customer name and address information can interface to *Trams* for any new clients. *Trams* can accept up to 40 characters for each address field. The address interfaces when creating new client profiles during the interface process. A change of address for existing clients is Noted in the Processing Error Log for review, but does not update profiles automatically. When creating client profiles during Worldspan Interface, *Trams* reads the client address fields in the following order: CB- Billing Address first and then the CD- Delivery Address and M- Mailing Address, if there is no CB- address line.

CLIENT ADDRESS	5-CBABC TOY COMPANY 5-CB345 MAIN STREET/SUITE 1235 5-CBLOS ANGELES CA 90045

Note: To assist the back office in distinguishing new leisure clients from corporate clients, it may help to assign alpha interface ID's for corporate clients. Phone Number 5PH

Phone Number 5PH

The customer's telephone may also be captured when creating new client profiles during the Interface process. The PH code is added to a remark field and transmits to the first phone field in the *Trams* profile.

Add phone number to the Trams profile	5PH 310-555-1212

Fax Number 5FX

The customers fax phone number may be captured when creating new client profiles during the Interface process. The FX code is added to the 5 remark field and transmits to the phone field called Fax in the *Trams* profile.

Add fax phone number to the Trams profile	5FX 310-555-1213

Client E-mail Address

The client e-mail address is captured via interface when creating new clients or to update existing client profiles with an e-mail address. If a different e-mail address exists in the current profile, Trams captures the address as an additional e-mail address. The EU entry is added as a remark in the PNR prior to invoicing. Trams captures the remark to the Client Profile/Communications screen.

paulmcc@apple.com	5EU-PAULMCC@APPLE.COM
b_gates@msoft.com	5EU-B@U@GATES@MSOFT.COM
mickey-mouse@disney.com	5EU-MICKEY@S@MOUSE@DISNEY.COM

Character definitions:

@ used for @ at symbol

@U@ used for the _ underscore symbol

@S@ used for the - dash symbol

Trams does not capture or track e-mail addresses at the passenger level, so other formats for e-mail address in the PNR do NOT interface to Trams.

Agent ID

WORLDSPAN includes the two-character agent ID of the sign-in agent that created the original PNR. The agent is interpreted by *Trams* as the inside sales agent for productivity reports. The agent ID should match the Interface ID in the *Trams* agent profile.

Note: *Trams* uses the **Agent Name** Field when displaying agent data on *Trams* screens and reports. If creating agent profiles during interface processing, this field defaults to the Interface ID. It can be changed to a more common name without affecting the Interface ID.

Agent ID Override 5SA

The sine-in agent ID can be overridden with the 5SA entry followed by a new agent ID. This prompts *Trams* to ignore the original booking agent and replace with the new agent ID. Additional 5SA entries add new booking agents. A total of 9 agents can be linked to a single booking. To add a second agent to a booking **without** ignoring the sine-in agent, two entries are required as follows; 5SA(original sine-in agent ID) and 5SA(second sales agent ID).

The @ represents the WORLDSPAN change sine and is mandatory.

IGNORE THE ORIGINAL BOOKING AGENT	5SA-
OVERRIDE BOOKING AGENT	5SA-LR
OVERRIDE AGENT AND COMMISSION	5SA-LR@20
ADD AGENT STATEMENT REMARK	5SA-80@20@BONUS OVERRIDE
ADD AGENT TO TVL LINE	/AC1-*SA80 20 PRINCESS PROMO

SA entries added at the booking level ADD agents to the PNR.

Note: For agencies who do not want to initiate the enhancement of adding the - (dash) after the SA code, the **-D** will format will need to be used. Enter **-D** in the in the Options field of the Interface download screen. There is a chance, based on the entry made if no dash (-) is present, that the name SANDY could be read as "SA", and override of the Original Sales Agent.

Outside Agent ID 5OA

Trams can track additional outside agents for commission statements and productivity reports. A total of 9 agents can be linked to a booking. The Outside Agent ID should match the Interface ID in the *Trams* Agent Profile. Interface ID can be

defined with up to 10 alpha-numeric characters. (See the PROFILE section in the User's manual for a full description of agent profiles.)

ADD OUTSIDE AGENT	5OA-SM
WITH COMMISSION OVERRIDE	5OA-JJ@30
WITH AGENT STATEMENT REMARKS	5OA-80@30@CRUISE PROMO
ADD AGENT TO TVL LINE	
	/AC2-*OAMM 20 DISNEY BONUS

Outside agents can be linked to a customer profile instead of interfacing. Use one option or the other, or you receive 2 outside sales agents.

Note: For agencies who do not want to initiate the enhancement of adding the - (dash) after the OA code, the **-D** will format will need to be used. Enter **-D** in the in the Options field of the Interface download screen.

Department Information 5DP

Department information interfaces to *Trams* with a 5DP entry. You can enter up to 10 alpha-numeric characters for the department. The department information is included in invoice information and available for reporting and sorting through the *Trams* report generator.

ADD DEPARTMENT INFORMATION	5DP340WEST
ADD DEPARTMENT TO TVL LINE	/AC1-*DP123456

UDIDS Remarks 5UD1

User Defined Interface Data Storage (**UDIDS)** remarks are used to store customer-related information used for reporting and sorting purposes in the *Trams* report generator. UDIDS can be used for any information you want to track for the customer. You may enter a maximum of 999 UDIDS remarks lines, with a maximum of 60 alpha-numeric characters per line. Indicate a UDIDS line number after the UD entry for *Trams* to sort the remarks. A mandatory space follows the UDID number. The UDID number can be unique for each customer. UDID definitions included in the WORLDSPAN Customer Profile ensures consistent use and transfer to the PNR.

A corporate client has asked for travel management reports that contain information on his employees travel patterns, by employee number and department. Run some sample reports to test how the information should be captured and stored. By assigning a UDID for employee number and requiring the department for each passenger, a report can be run to your customer's specifications.

You must indicate an appropriate UDIDS number after the UD entry for *Trams* to sort the remarks correctly. The **space** following the UDID number is **mandatory** to allow for alphanumeric data. Any agency having a conflict with the Client Remarks field of a booking being interfaced to a UDID field, can ignore UDID formats in the Client Remarks field of a booking by entering **-nu** in the *Option* field on the Download Screen.

UDIDS can also be used globally to track market information for special promotions..

The agency has just started an advertising campaign to promote cruises. To test the effectiveness of the cruise promotions, a special marketing code was included in the advertisement. In one advertisement, clients were directed to request information on the "Year 2000 Cruise". In another advertisement clients were asked to request information on the "Millennium Madness" cruise. Both advertisements were promoting the same cruise. Each time a cruise was booked the sales agent

entered the appropriate marketing code.

UD20 MKY2000

UD20 MKMMAD

A report was created in the Trams report generator, that included a UD1 field to compare the results of each advertising campaign. When run for cruise sales, and UDID1 with a value of MK, the report helped to determine which advertising campaign was most effective.

ADD UDID AT THE PAX NAME	-SMITH/JOHN@@U1-FREEFLOW REMARKS@
ADD EMPLOYEE NUMBER 9866 FOR A CUSTOMER	5UD1 9866
ADD MARKETING INFORMATION FOR THE OFFICE	5UD20 PROMO224
ADD UDIDS AT BOOKING LEVEL	/AC1-*VCRCCL*TT9*TF350.00*UD3 SALES DIVISION
ADD UDID FOR A SPECIFIC ARC BOOKING	5MS201*UD1 XXX **Note:** 201 will link to air segment 1. The UDID information will apply to the booking that includes that air segment.

Group Affiliation 5GP

Group affiliation can be entered by front office agents and linked to the invoice as an invoice group. This allows for reports on groups of invoices. Clients that belong to a group for reporting purposes can also be linked in *Trams* through the Client Profile as shown in the Profile section of the manual. Group names can be defined in **Utilities|Setup|Groups**. The Group name can be up to 10 alphanumeric characters.

Group information received through interface using the 5GP entry is captured to the invoice and the payment group field (for the appropriate client payment closing the booking) for reporting and querying purposes. The group information can also be 10 alpha-numeric characters.

Note: The *Trams* client profile is not updated with group information through the interface process.

ADD GROUP ID		5GP REUNIONGRP
ADD TO TVL LINE		/AC1-*VCRCCL*TT9*TF350.00*GPDISNEY
ADD TO MS LINE		5MS-9S*VCPRINCESS*TT9*TF1000.00*CM0*GPGROUPPRMK

Note: Group affiliations can also be identified in the Client Profile by adding a Group/Batch Name. See the *Trams* manual section on profiles for additional information. There is a *Handling Groups in TBO* document on our website at **www.Trams.com|Products and Services|Trams Back Office|Documentation**. It's important to decide how to handle a group, before determining which method of tracking works best.

Client Remarks

Client remarks can be interfaced to *Trams* with the 5RK entry. A total of 60 characters can be included in the remarks field and used for Client reports.

ADD CLIENT REMARK	5RK-CORP BILLING
ADD CLIENT REMARK TO BOOKING	5MS-9S*VCRCCL*TT9*TF1000.00*CM0*RMCORP BILLING
ADD REMARK TO TVL LINE	/AC1-*RMPERSONAL LEISURE
ADD AS PASSENGER STATEMENT REMARK	-SMITH/JOHN@@FREEFLOW REMARKS@

Fare Savings Report Information

Trams can receive fare Savings Report information through interface to produce Client Fare Savings Reports. The Fare Justification code is entered with the 5FJ entry and should match the Fare Code table in *Trams*. See the *Trams* Overview section for additional information. Full fare or High fare is entered with the 5FF entry followed by the full coach fare as defined by your clients' travel policy. The lowest applicable fare can be included with the 5LF entry if needed for comparisons. For additional information on Fare Savings Reports see the REPORTS section of the *Trams* User Manual.

ADD FARE JUSTIFICATION CODE: **ADD THE FULL FARE AMOUNT:** **ADD THE LOW FARE AMOUNT:** **ADD AT BOOKING LEVEL OF HOTEL SEGMENT, IN THE /SI FREEFLOW AREA**	5FJ EX 5FF 638.00 5LF 68.00 @$$@*FJEX*FF1000.00
FARE SAVINGS WITH PASSENGER ASSOCIATION FOR MULTIPLE TICKETS	5FF638.00@PSMITH/JOHN 5FF340.00@PJOHNSONT/DAVE
FARE SAVINGS FOR NON ARC/BSP	TNWNMK1AIR04JUL07JUL/AN-SOUTHWEST AIRLINES/CF-XYZW34/IC-230.00/CM-15.71/AC1-C*TF230.00*SG*TT1***FF450.00*LF225.00*FJA**
FARE SAVINGS FOR SPECIFIC ARC BOOKING (CAN BE ADDED AT END OF AC LINE)	***FVXXX.XX*CMYYY.YY*TFZZZ.ZZ** X=Face value of the amount of ticket that appears in the face value field in Expanded Fare Info tab; Y=The commission earned by agency; Z=Total Fare collect from the agent.

Sorting Multiple Branches

Trams reads the ARC/BSP number included in the TAIR. Before interfacing multiple branches, setup *Trams* **Utilities|Setup|ARC/BSP Numbers**. Use the default branch 0 for the main office, and add the branches and details about the branches in the tables prior to your first interface session. *Trams* receives the invoices to the correct branch.

Form of Payment Override 5FP

Trams receives the FOP used to create Worldspan generated tickets and invoices. No additional entries are required for interface. In Worldspan interface, we read the C/C Expiration Date from the primary form of payment, if present. The ability to override the FOP generated by Worldspan is to be used at the agencies discretion with a 5FP entry. The Form of Payment override can also be used at the booking level as shown in the descriptor codes available at booking level in the example section of this manual.

Check or Cheque	5FPCH
Check or Cheque	5FPCK
Cash	5FPCASH
All other entries are interpreted as credit card	5FPAX304172345667

Client payment options are available at the booking level to enhance the payment options available through interface. Such options include electronic fund transfers and credit card merchant pay methods. Client payment options must comply with the form of payment entered at the invoice level.

To clarify the invoice Credit card FOP as CC merchant FOP for service charges. The expiration date entry must follow the CP4 entry.	TNZZMK1SVC13MAR/AN-AGENCYNAME/IC-25.00/AC1-S*TF25.00*FPCCAMEX1234567890123*CP4*XP1202*TT11/CM-$25.00

Branch Override 5BR-7

WORLDSPAN does not include the ARC/BSP number definitions in the TAIR until level 16. To sort invoices in earlier interface levels by branch, you must include the branch designation with the 5BR entry in WORLDSPAN. *Trams* can track up to 249 branches. The main branch should be defined as branch zero (0) in *Trams* **Utilities|Setup| Branches**.

Branch Override	5-CA3106418726@7
Override to specific branch and associated ARC/BSP number (does not appear on invoice)	5BR-7 (dash is mandatory)
Override to specific branch and different ARC/BSP number (does not appear on invoice)	5BR-7*01234567

Face Value and Income Earned 5FV

Discounted Cash or Check FOP transactions can be included for interface. Enter the fare charged to the client with the 5FV entry followed by the net commission earned (commission minus discount).

TOTAL FARE TO CLIENT FOLLOWED BY THE NET COMMISSION EARNED (COMMISSION MINUS DISCOUNT):	5FV-500.00*45.00

FACE VALUE WITH PASSENGER ASSOCIATION FOR MULTIPLE TICKETS	5FV-500.00*45.00@PSMITH/JOHN 5FV-340.00*0@PJOHNSON/DAVE

Example: *An ARC ticket for $385.95 is sold to the employee at a net fare. By entering the above information for Face value, Trams captures the correct amount to be collected from the employees 0.00 commission earned, and the real value of the ARC document from the ticketing information. Trams interprets the transaction as follows for accounting and the ARC report.*

The invoice reflects the amount to collect from the customer in the total fare. Base fare and Taxes can be changed manually, but neither affects the ARC report.

TOTAL FARE:350.86|BASE FARE:324.91|TAXES 25.95|COMMISSION:0.00

The expanded fare information screen reflects the Face Value of 385.95

The ARC report shows the correct totals for reporting to ARC.

GROSS FARE:385.95|COMMISSION:35.09|RATE:10.00|NET REMIT:350.86

Note*: This is not to be used for Credit Card transactions to ARC.*

Segment Information

An accurate Fare-by-Leg for non-ARC/BSP air bookings, or ARC/BSP bookings that do not have the Fare-by-Leg included, is calculated by using a mileage formula when mileage is present in the interface record. When mileage is not present in an interface record then Fare-by-Leg is be calculated as presently done, by dividing the base fare by the number of Origin/Destination trips.

Capturing Foreign and Local Currency

Trams captures Foreign Currency and Local Currency for each booking where both are present. The local currency populates the General Tab Total Fare and the Foreign Currency populates the Total Fare on the Foreign Currency Tab. We read automated HK segments when both local property currency and local agency currency are included in the PNR.

Mileage

Trams captures segment mileage if present in the TAIR. The mileage is recorded under the segment tab of the invoice booking. This information may also be entered manually in Trams.

Partial Payment 5PP

Trams has the ability to interface a *Partial Payment*. Only one partial payment is allowed per booking. The partial payment applies to the invoice level and not the booking level. No credit card (CC) transactions can have a partial payment, only Cash/Check & CC Merchant payments. You must have the box "Allow Cash/Ck Payments" in **Utilities|Setup|Global Defaults|Interfacemailmerge Prompt** tab "Checked", or this partial payment enhancement will not be active for the Cash/Check partial payments, but, is not required for the CC merchant partial payment to interface. The entry for your GDS needs to contain (amount), (form of payment), (Check or CC Number/expiration date for CC Merchant). All other forms of payment are ignored (including the form of payment in the AC 1 of a travel segment, when the 5PP entry is present.

CASH	5PP100.00*CASH
CHECK OR CK	5PP100.00*CHECK*5432
CHEQUE	5PP100.00*CHEQUE*5432

CREDIT CARD MERCHANT	5PP100*4855265986325645/0504

DESCRIPTOR CODES - Valid at Invoice Level

Descriptor codes entered as a WORLDSPAN remark applies to the entire invoice and cannot be strung together. *Trams* recommends a maximum of 45 alphanumeric characters in the 5 remark for *Trams* entries. WORLDSPAN descriptor codes valid with the 5 entry are not interpreted unless defined here.

5[*code*][*data*]

Code	Length	Description	Example
AN	10	ALPHANUMERIC CUSTOMER ID MUST MATCH INTERFACE ID IN CLIENT PROFILE	AN3106418726 ANUNIVERSITY
FV	13	TOTAL FARE TO CLIENT FOLLOWED BY NET COMMISSION EARNED(COMMISSION MINUS DISCOUNT) FACE VALUE PER PASSENGER	FV-1200.00 FV-1200.00*300.00 FV-1200*300 FV-1200*300@SMITH/JOHN
FJ	6	FARE JUSTIFICATION CODE AS DEFINED IN UTILITIES/SETUP/FARE CODES PER PASSENGER	FJA FJEX FJEX@PSMITH/JOHN
FF	13	FULL FARE FOR FARE SAVINGS TRACKING FULL FARE PER PASSENGER	FF650.00 FF650.00@PSMITH/JOHN
LF	13	LOW FARE FOR FARE SAVINGS TRACKING LOW FARE PER PASSENGER	LF69.00 LF69.00@PSMITH/JOHN
MI	10	Indicates the marketing ID (code) (IC's client profile *Interface ID*) for each invoice created by the IC who chooses not share their client profile information with the Host agency (single *House Account* client profile).	MIXXXXX

UD	60	USER DEFINED INTERFACE DATA CAN BE USED FOR ANY CUSTOMER DATA YOU WOULD LIKE TO TRACK FOR REPORTING PURPOSES	UDI1 COUPON PROMO UD2 EMP NUMBER
GP	10	GROUP AFFILIATION INCLUDED IN INVOICE AND PAYMENT GROUP FIELD	GPTAHITI07
IM	35	INVOICE REMARKS	IMFAMILY PLAN
RM	45	CLIENT REMARKS SHOW ON CLIENT STATEMENTS AND SUMMARIES **NOTE:** WHEN ADDED AT INVOICE LEVEL, REMARK ARE DISPLAYED ON EVERY BOOKING IN THE *TRAMS* INVOICE.	RM-CORP BILLING
DP	20	DEPARTMENT	DPSALES DP00234
SA	10 11 16	TO IGNORE THE BOOKING AGENT TO OVERRIDE BOOKING AGENT TO OVERRIDE COMM% TO ADD SALES AGENT REMARKS	SA- SA-32 SA-MM@25 SA-8M@30@CRUISE PROMO
OA	10 11 16	OUTSIDE AGENT ADDED TO BOOKING COMMISSION% OR AMOUNT OVERRIDES% IN AGENT PROFILE SALES AGENT REMARKS	OA-44 OA-70@30 OA-SUE@30@UA OVERRIDE
BR	12	TO OVERRIDE THE AGENCY BRANCH NUMBER ONLY. TO OVERRIDE THE ARC/BSP NUMBER OF THE BRANCH OVERRIDE TO A DIFFERENT BRANCH	BR-99 BR-99*01234567

FP	45	INTERFACE NO FORM OF PAYMENT FORM OF PAYMENT CHECK FORM OF PAYMENT CASH FORM OF PAYMENT CREDIT CARD	FP FPCK FPCASH FPAX3782443987654
FPAR	45	AR (Accounts Receivable) can be added for use with *FP at the Invoice and Booking levels. When the *Allow Cash/Check Payments* option in the **Utilities|Setup|Interface Mailmerge** tab is checked and the *FPAR override format is added, the invoice bookings interface as *Open* and appear on Client Balances & Statements. Enables agencies to streamline the processing of receipts in the back office.	FPAR
IC		INDEPENDENT CONTRACTOR CODE. THE IC AGENCY ENTERS THE IC CODE FROM THE "HOST" AGENCY. (FOR MORE DETAILS SEE THE TBO MANUAL OR HELP SCREEN)	ICXXXXXXX
IV	8	Override the GDS Invoice Number	IV123456
IX	1 1 1 1	International Indicator Transborder Indicator Domestic Indicator *Use only at invoice level for ARC/BSP.	IXI IXT IXD
PP		PARTIAL PAYMENT CASH PARTIAL PAYMENT CHECK PARTIAL PAYMENT CK PARTIAL PAYMENT CHEQUE PARTIAL PAYMENT CC MERCHANT	PP100.00*CASH PP100.00*CHECK*5432 PP100.00*CK*5432 PP100.00*CHEQUE*5432 PP100.00*4888602388226584/0504

RK	45	CLIENT REMARKS SHOW ON CLIENT STATEMENTS AND SUMMARIES NOTE: WHEN ADDED AT INVOICE LEVEL, REMARKS ARE DISPLAYED ON EVERY BOOKING IN THE TRAMS INVOICE.	RK-CORP BILLING

DESCRIPTOR CODES - Valid at Booking Level

Many transactions can be entered via the WORLDSPAN accounting remarks in the TN line. This entry does not affect the WORLDSPAN invoice, but is included in the WORLDSPAN TAIR to *Trams*. The [-] dash is **MANDATORY for TBO DESCRIPTOR CODES** which are Valid at the Invoice Level and entered as a 5 remark. ** in Worldspan. Descriptor codes entered as a WORLDSPAN remark applies to the entire invoice and cannot be strung together. Trams recommends a maximum of 45 alphanumeric characters in the 5 remark for Trams entries. Trams defined descriptor codes valid with the 5 entry are not interpreted unless the 2 letter code is followed by a dash. Please update your scripts, Worldfiles and PNR rules accordingly. **Note:** Entering a -D in the option field of the Interface download screen makes TBO ignore the mandatory dash. There is a chance, when using this option that the remark 5SANDY could be read as "SA", an override of the Original Sales Agent.

Descriptor codes tell *Trams* what type of data you are transmitting. (For samples of transactions that utilize descriptor code in the TVL segment, see the section entitled, *Non-ARC Transactions*.)

AC1-S*VC[vendorcode]*TF[totalfare]*TT[traveltype]/

CODE	LENGTH	DESCRIPTION	EXAMPLE
VC	10	Alphanumeric Vendor Code should match Interface ID in Vendor Profile	VC002505 VCRCCL
VN	40	Vendor Name should match Name in Vendor Profile	VNPRINCESS CRUISES
TT	10	Travel Type numbers are found under **Utilities|Setup|Travel Type**	TT4
TF	13	Total Fare (amount charged to Client)	TF595.00
TY	2	To change the Travel Type on an automated ARC/BSP.	TYXX
CM	7 13	Commission override percent% Commission override Amount	CM15 CM$25.50
SB	3	Submit To override	SBCOM

			SBSUP SBARC
BF	13	Base Fare	BF421.48
FB		*FB override on the MS line to set the fare basis code for all segments linked to the booking.	*FB on the MS line
TX	13	Tax [Optional Tax ID] Amount with decimal [25.00]	TX25.00 **Note:** Tax codes may be entered individually in the following format: TXUS13.00*TXXT3.00*TXXY6.00
GQ	1	VALID IN BSP VERSION ONLY A=No GST or QST B=GST only C=QST only D=GST and QST	**Note:** TBO automatically zeros out GST/QST/VAT on commission for International Air Bookings processed via Interface GQA GQB GQC GQD
GC		Overrides the auto-calculations on GST	GC10.00
QC		Overrides the auto-calculations on QST	QC5.00
AL	2	Validating Carrier [mandatory for ARC/BSP transactions entered with MS line]	ALUA
CF	24	Confirmation number	CF123456789
TK	20	Ticket number [mandatory for ARC/BSP transactions entered with MS line]	TK8031234567890
SG	0	No data required - captures segment information from Air segment in PNR on non-ARC/BSP suppliers	SG OR SG 01 02 03 04 (to specify air segments,

			include segment number)
FV	13	Total Fare to client followed by net commission earned(commission minus discount)	FV1200.00 FV1200.00*300
FJ	6	Fare Justification Code as defined in **Utilities|Setup|Fare Codes**	FJA FJEX
FF	13	Full Fare for Fare Savings Tracking	FF650.00
LF	13	Low Fare for Fare Savings Tracking	LF69.00
PN	30	Passenger Name	PNJOHN SMITH
NP	2	Number of Passengers for Car Booking	NP3
NR	2	Number of Rooms for Hotel Booking	NR1
DE	10	Car/Hotel Description	DEICAR DESNGL
DP	20	Department Information	DPSALES DP00234
SA	-- 10 11 11 15	 Override original sales Agent Override Commission% Override Comm amount Sales Agent Remarks	 SA32 SAMM 25 OA70 $50.00 SA8M 30 CRUISE PROMO
OA	10 11 11 16	Add Outside Agent Override Commission% or Amount overrides Sales Agent Remarks	OA44 OA70 30 OA70 $50.00 OASUE 30 UALSPCL
PD	8	Payable Date format DDMMYY	PD31AUG96
PI		To create a booking for each invoice generated from one PNR (i.e service	PI

		fee's)	
RL	5	Specifies a booking-level Record Locator	*RLXXXXX
UD	60	User Defined Interface Data -received in UDID field (Space required between fields)	UD1 FREEFLOW
FD	7	Final Payment due date for reports	FD03MAY98
FA	9	Final Payment Amount	FA3000.00
FC	9	Final Commission Amount	FC360.00
VR	45	Vendor Remarks print on Vendor statements	VR-NONREFUNDABLE
RM	45	Client Remarks print on Client statements	RM-CORPCHARGE
ED	7	End date or Arrival date	ED30JUN98
SD	7	Start date or Departure date	SD22JUN98
IT	45	Manual itinerary	ITLAXSFOLAX
FP	45	Interface No form of payment Form of payment check Form of payment cash Form of payment credit card	FP FPCK FPCASH FPAX3782443987654
OT	10	Indicate the original ticket number for non ARC/BSP ticket exchanges	OT1234567890
EX	3	Indicate the ticket type for non ARC/BSP air	EXE Even Exchange EXR Refund Exchange EXA Add collect
CP	1	Client Payment Method used in conjunction with a valid Form of Payment entry	

		1=CASH 2=CHECK 3=CREDIT CARD 4=CC MERCHANT ACCOUNT **Note:** Add credit card information to the CC Merchant format. 5=ELECTRONIC FUNDS TRANSFER (EFT) 6=OTHER Global CP override for ARC/BSP 7= ACH OPTION to *CP override entry	CP1 CP2 CP3 CP4 or CP4*cccc cccc cccc/mmyy CP5 CP6 *CP7=ACH
XP	4	Credit card expiration date - may be used with the FP and CP form of payment codes on MS line and AC1 of the Worldspan travel Segment only	XPMMYY MM=MONTH YY=YEAR
BK		Alternate CC Merchant Bank Account	BK
CC	3	Currency Code	CCJPY
CV	10	Foreign Currency Amount	CV590.00
IG		Ignores an otherwise valid accounting line. For example, if you have a discount line that you would like to ignore, *IG on the discount line instructs TBO to ignore that line and not include it in the invoice.	*IG on the accounting line
OT	10	Indicate the original ticket number for non ARC/BSP ticket exchanges	OT1234567890
EX	3	Indicate the ticket type for non ARC/BSP air	EXE Even Exchange EXR Refund Exchange EXA Add collect
IN	1 1 1	International Indicator Transborder Indicator Domestic Indicator	INI INT IND

Hotel and Car Segments

Standard WORLDSPAN formats for booking Cars and Hotels interface to *Trams* without additional formats. *Trams* captures the segment as a Commission Track booking. Descriptor codes may be used at the booking level for manual sell segments. *See the Descriptor Code chart.* Itinerary information interfaces with a valid invoice only.

Notes: ****When processing Car and Hotel interface records, where there's a foreign currency and no equivalent local currency, we now try to do a lookup in the currency conversion table and use that rate if present. If no rate is found, the local currency is set to zero. For this feature to work properly, the TBO user must insure that Currency Codes and Conversion Rates are set up for each currency that may be interfaced, in **Utilities|Setup|Conversion Rates**.

****_Trams_ reads Worldspan Hotel Bookings as the daily rate times the number of days and the number of rooms. 175 x 3 rooms = 525 and 175 x 1 room = 175 (700.00 Total).

****TBO excludes car vendor profiles when searching by interface ID if there's a property code (i.e. Hotel). This prevents bookings from being processed to a car profile that has the same two letter code as a hotel chain code. In the past when a hotel property did not exist in Trams prior to interface, bookings could be processed to a car profile with the same ID as a hotel chain code.

****TBO no longer reads the NM- field for Worldspan hotels and instead use the first passenger name on the PNR for passenger name consistency.

Weekly Car RateDrop-off City Code: Trams reads the weekly car rate fairly accurately by using the weekly rate and 1/7 of the weekly rate for extra days. The weekly rate is used when available. (We do not mix weekly with given XD or XH rates.) TBO reads the drop-off city code for automated cars in Worldspan when present in the Worldspan interface record. The drop-off city is displayed as a second city in the itinerary field in the general tab of the TBO booking screen.

Foreign Currency: Trams reads the total fare in whatever currency booked, unless the USD equivalent exists in the record.

Automated Hotel Segment

Hotel segments booked through WORLDSPAN interface to *Trams* with the following defaults. The total fare is determined by calculating the number of nights by the nightly rate. A commission of 10% is assumed for all bookings. *Trams* does not capture itinerary items unless part of a valid invoice.

For invoicing hotel only use: EZNI#NT#IR#*I For subsequent hotel updates use: EZNI

Notes: TBO interfaces the RG1-, RQ1-, and RT1- fields. The Room Type (R-) is now captured from the automated hotel bookings.

For automated Hotel bookings, Trams reads the G-CC field, if present, to populate the CommTrackCCNo with the credit card number used to guarantee the booking. For any Comm Track booking where no CommTrackCCNo is specified, Trams reads the PNR FOP (if C/C) as CommTrackCCNo and capture on the Expanded Fare Tab of the booking.

Automated Car Segment

Trams reads the drop-off city code for automated cars when present in the Worldspan interface record. The drop-off city is displayed as a second city in the itinerary field on the General Tab of the booking screen.

Itinerary Updates 5HU-

Trams added a *Seek and Replace* interface enhancement for Car/Hotel & Air Flight Change Itineraries in Worldspan. For all Worldspan PNR's coded with a HU- on the WorldSpan (5) remarks line, Trams reads *Itinerary* information transmitted from WorldSpan. To issue an Itinerary in WorldSpan that creates an *Interface Record*, you need to issue the Itinerary with an EZNI Command.

For all *Commission Track* Car and Hotel records or Air Flight Changes in the Itinerary, Trams interfaces and processes these Non-Invoiced records and searches for existing invoices in the system by WorldSpan Record Locator. If no HU- entry is entered into the WorldSpan PNR then the itinerary is not read or processed by Trams. Any Tour or Cruise records are ignored. Only Car and Hotel and Air Flight Change records are read. When TBO finds one or more invoices with the same Record Locator that is in the Itinerary Record, it voids any existing commission track records in any or all invoices and adds the most current CAR and HOTEL records only to the most recently dated invoice in the system. If commission track records do not exist in the invoices, new ones are added.

The most recent invoice in Trams contains the most recent Car and Hotel records from the WorldSpan PNR. Canceled and duplicate records are automatically voided from Trams leaving only current not canceled bookings to track. Trams uses the default Travel Categories in **Utilities|Setup|Global Defaults|Travel Types** to distinguish car and hotel bookings from other commission track bookings.

For WorldSpan itineraries with a HU- command in the PNR, certain air segment information (Arrival/Depart Dates & Times and Flight #s) updates existing Trams Invoices with this updated flight information by matching Invoices with the Record Locator Number. *Only matching segments [based on depart city] are updated. New segments are not added and existing cities are not changed (such as a new connecting city on the return).* If an Itinerary Update doesn't find a matching invoice, a message is added to the processing log and the record is deleted. There is no chance to reprocess the record.

Non-Automated Hotel Segment

Manual hotel segments need additional information for *Trams* to process. This can be entered in the sell segment of the hotel booking before driving the invoice. Data entered as free flow information following the /AC1- or the /AC2- does not print on the WORLDSPAN invoice. To avoid misreading of rates quoted, use the RG rate whenever possible or enter the total fare entry.

Inhibit printing of SI remarks with *CX at the Invoice Command.

Passive Hotel Segment with additional TAIR data	TNHHMK1HTL12APRN3/AN-ATLANTA HILTON/AA1-1234 PEACHTREE LANE/AA2-ATLANTA GA/AP-404-555-1212/AR-SAUNA AVAILABLE/FG-66523HILTON/RG-250.00/CF-12345/AC1-*VCHHATL*CM 15/AC2-*ED15ARP
or	HN@MKLAX21OCT25OCTLAX/C-SI/H-SHERATON LAX/R-2A2T/RT-8500/CF-12345/SI-*CM12
or after SI-freeflow info, must add @$$@	SI-RQST NONSMOKING@$$@*FF-1000.00

Automated Car Segment

Automated Cars booked in WORLDSPAN interface to *Trams* without additional data. *Trams* does not capture itinerary only items. For invoicing hotel only use: EZNI#NT#IR#*I **Note:** If foreign currency information is available in booking, this interfaces to the Foreign Currency area in TBO invoice.

Non-Automated Car Segment

Manual car segments need additional information for *Trams* to process. This can be entered in the sell segment of the car booking before driving the invoice. Data entered as free flow information entered after the AC1- or AC2- entry does not print on the WORLDSPAN invoice. Override information following the SI- print on the WORLDSPAN invoice. To inhibit printing of SI- remarks add *CX at the Invoice Command.

PASSIVE CAR SEGMENT WITH ADDITIONAL TAIR DATA	TNZEMK1CARD415JUL20JUL/AA1-OHARE AIRPORT/AA2-CHICAGO IL 60616/AP-312-555-1212/BS-1234567/RQ-USD 69.99/CP-12/VT-LCAR/CD-WS165555/CF-626895332/AC1-*RM MUSTANG CONV/AC2-*CM 15
OR	CRM@MK12OCT25OCTMIA/CZE/VICAR/ARR-9A/PSX/RT-USD20000WK /CF-123456/SI-*CM$25.00

ARC/BSP Ticketing and Invoicing

The following procedures for ticketing and invoicing are examples for handling various transactions that interface successfully to *Trams*. Refer to WORLDSPAN Help files INFO EZMAN or INFO EZOVR for additional information on invoice and ticketing commands. *Trams* can accept a maximum length of 6 digits for the invoice number.

**Notes: ****Automated MCO service fees in Worldspan always create a separate payment record. When you void the ticket the fee MCO remains closed with its own payment. With the ability to void an invoice with multiple CC payments without having to separately void the payments, voiding both the ticket and MCO should also is a simple process.

**We process automated MCO refunds the same as ETR E-ticket refunds for Worldspan, updating the face value in the refund booking with the total fare coming from the ETR. The total fare would be the same as the original ticket.

******Override the travel type on automated ARC/BSP transactions by using *TY.

SAMPLE WORLDSPAN INVOICE & TICKETING COMMANDS

EZ	GENERATES TICKET, INVOICE AND TAIR
EZTL	GENERATES TICKET, INVOICE AND NO TAIR
EZI	GENERATES TAIR
EZ#SI	GENERATES SEPARATE TICKET, INVOICE, AND TAIR FOR EACH PASSENGER IN THE PNR
EZLI#MT	GENERATES INVOICE AND TAIR FOR NON AIR PNR
EZLI#4T	GENERATES INVOICE AND TAIR FOR 4FLT HAND WRITTEN TICKET
EZLI#PT	GENERATES INVOICE AND TAIR FOR A PREPAID TICKET (PTA)
EZLI#SX	GENERATES INVOICE AND TAIR FOR ALL

Issue Automated ARC/BSP Ticket

Create the WORLDSPAN PNR; and issue the ticket and invoice with the following format: EZ

Issue Invoice for Hand ARC/BSP Ticket

Create the WORLDSPAN PNR including air segments; and add Ticket Remark when driving the ticket:

```
EZLI#4T0151234567890#@B334.07/X25.93/T360.00#K$33.41#CTW
```

Issue Invoice for Prepaid Ticket Advice (PTA)

Create the WORLDSPAN PNR; and add Ticket Remark with the Prepaid Ticket indicator; Prepaid Charges; Prepaid Ticket number when driving the invoice. Include the prepaid fees in the base fare.

	EZLI#PT0124411333444#@B334.07/X25.93/T360.00#K10#CTW
OR	EZLI#PT0018031234567#LP35.00T35.00

Issue Invoice for Miscellaneous Charge Order (MCO)

Create the WORLDSPAN PNR including MCO information in the TVL segment.

```
TNNWMK1AIR25JUN29JUN/IC-590.00/AC1-
A*TK8011223334*TF590.00*ALNW*TT5*SG/CM-65.06/CF-123456/FF1-
FREE FLOW
```

Add MCO document number when driving the invoice.

```
EZLI#NT8011234567
```

Automated MCO for Service Fee

Create the WORLDSPAN PNR with the appropriate formats. *Trams* receives the automated MCO's for Service Fee's with no additional entries. Agency must have the *Trams* version 1.05.02 for the Windows version or above and be on the WORLDSPAN Interface Level 20.

Worldspan has implemented Automated MCOs for Residual Value in the U.S., that provide Worldspan users new functionality to be able to issue the automated MCO for a residual value in the same transaction with the exchange (new) ticket. The Worldspan Residual Value MCO when issued as part of an even exchange or exchange add collect is processed in TBO as a Refund Invoice. The new ARC airline ticket is processed for the exchanged value of the new ticket, including penalties. The Residual value MCO is processed for the ***value*** of the MCO to be used for future travel and appears as a credit balance on the client's account.

Note: Automated MCO service fees in Worldspan always create a separate payment record. When you void the ticket the fee MCO remains closed with its own payment. With the ability to void an invoice with multiple CC payments without having to separately void the payments, voiding both the ticket and MCO should also is a simple process.

Automated MCO for Refunds

We now process automated MCO refunds the same as ETR E-ticket refunds for Worldspan.

Electronic Ticket Refund - ETR

Interface captures TAIRS created when generating an electronic ticket refund, however the information is limited and no invoice number is generated by Worldspan. To accommodate this during processing, TBO queries the original sales invoice and uses the information from that invoice to build the refund invoice. The refund invoice appears on the screen for you to modify or approve and save.

Exchange Ticket

Exchange Transactions interface with no additional entries. Refer to the WORLDSPAN Help reference HELP EXCHANGE for ticketing and invoicing formats. For ARC/BSP transactions to interface with an exchange, you need to select the option *Allow Comm Track On Exchanges* in **Utilities|Setup|Global Defaults|Interfacemailmerge Prompt.**

Voided Tickets

Voided Tickets interface to *Trams* with the following rules. The invoice must contain only ARC/BSP ticket booking. The invoice must be open or paid by credit card, and the payment must only be applied to the invoice with the voided tickets. Invoices with multiple tickets will need to be adjusted manually. If you do not wish to interface voids, there is an option in the Global Default (**Utilities|Setup|Global Defaults**) menu where that option may be disabled.

Discounts

TVL entries with a negative total fare and commission amount (i.e refund or discounts) must now have an TBO FP code to indicate form of payment (FPCASH). If the FP code is absent, the payment is read from the invoice FOP.

TNZZMK1AIR04JUL07JUL/AN-DISCOUNTS/IC-100.00/CM-100.00/AC1-S*VCDISCOUNTS*TF-100.00*CM$-100.00*TT1/FF1-FREE FLOW REMARKS

Non-ARC/BSP Supplier Invoice

The issuance of invoices for non-ARC/BSP items are dependent on the use of WORLDSPAN TVL segments. Trams reads the following Associate Type Codes: AIR, CAR, CRD, CRU, HTL, TUR, ACC, SVC, BKG, TKT, SVF, INS, TRN and LMO.

Note: Trams ignores TVL segments with the WORLDSPAN field identifier SO-X.

1 TN	Function identifier (Travel Need)
2 ZZ	GENERIC VENDOR CODE OR WORLDSPAN CODE (HI, TW, ZE)
3 MK1	Segment status and number in party
4 CRU	Associate type code
5 9OCT	Date information (9OCT17OCT)
6 /AN-ROYAL CARIBBEAN	Worldspan field identifier and information

***Trams* reads the following Worldspan field identifiers: AC1,AC2,AN,CF,CM,CP,CRD,RCA,P,RG,RQ.**

Create the TN segment as normal but add the field identifier AC1 or AC2 to include field identifiers unique to *Trams* as shown in the examples that follow.

Trams offers 3 booking types. Refer to the INVOICE section of the user's manual for additional information on booking types. When entering a TVL segment in WORLDSPAN, you can identify the segment as a Supplier or Comm Track booking type. On the AC- line, the first character after the AC- entry and before the * indicates the Submit To or booking type.

S = Supplier A = ARC C = Comm Track

Trams does not translate the FOP for Non-ARC Suppliers unless the "Allow Supplier Payments" option in **Utilities|Setup|Global Defaults** is enabled (checked).

Issuing Invoice for Tour Deposit

APPEND A TVL LINE	TNZZMK1TUR15MAY20MAY/AN-APPLE VACATIONS GETAWAY/CF-1234567 /IC-200.00/CM-0/AC1-S*TF200.00*TT9*VCAPPLE*FA2200.00*FC240.00*FD15APR99/FF1-

	FREE FLOW REMARKS

Trams does not read the IC or item cost from the TVL segment, to allow for the use of the following net invoicing example. The IC-field is used on the WORLDSPAN Itinerary Invoice to show the customer their Item Cost (IC-) minus the Amount Credited (CRD-) to come up with the net Amount Due (DUE-). Trams reads the CRD as if it was the Total Fare to the client.

NET INVOICING FOR BALANCE DUE	TNZZMK1TUR15MAY20MAY/AN-APPLE VACATIONS GETAWAY/CF-1234567 /IC-2400.00/CRD-200.00/CM-0/AC1-S*TF200.00*TT9*VCAPPLE*FA2200.00*FC240.00*FD15APR99/FF1-FREE FLOW REMARKS

Issuing Invoice for Tour Final

APPEND A TVL LINE	TNZZMK1TUR02JUN13JUN/AN-DELTA FLYAWAY/CF-1234567 /IC-1305.00/CM-159.00/AC1-S*TF1305.00*TT10*VCDELTA/FF1-FREE FLOW REMARKS

Issuing Invoice for Cruise Deposit

APPEND A TVL LINE	TNZZMK1CRU05MAY12MAY/AN-ROYAL CARIBBEARN CRUISES/CF-1234567/IC-500.00/CM-0/AC1-S*VCRRCCL*TF500.00*TT4*ITMIA*FD04APR99*FA4500.00*FC650.00/FF1-FREE FLOW REMARKS
AS A NET DUE INVOICE	TNZZMK1CRU05MAY12MAY/AN-ROYAL CARIBBEAN CRUISES/CF-1234567/IC-4500.00/CRD-500.00/CM-0/AC1-S*VCRCCL*TT4*ITMIA*FD04APR4*FA4500.00*FC650.00/FF1-FREE FLOW REMARKS

Issuing Invoice for Cruise Final

APPEND TVL LINE	TNZZMK1CRU05MAY12MAY/AN-ROYAL CARIBBEAN CRUISES/CF-1234567/IC-4500.00/CM-650.00/AC1-S*TT5*VCRCCL*TF4500.00*ITMIA/FF1-FREE FLOW REMARKS

Note: *Trams* does not read the IC or item cost from the TVL segment, to allow for the use of the following net invoicing example. The IC-field is used on the WORLDSPAN Itinerary Invoice to show the customer their Item Cost (IC-) minus the Amount Credited (CRD-) to come up with the net Amount Due (DUE-). Trams reads the CRD as if it was the Total Fare to the client.

Issuing invoice for Service Fees

How service fee bookings are accounted for, are often determined by the client form of payment options. Service fees can be entered by appending the TVL line with the AC1 or AC2 fields. Client payment options are described in the booking code description table. *Trams* recommends you enter 96.5% of the total fare as the commission in TAFP bookings.

AS A SUPPLIER BOOKING WITH FOP CHECK	TNZZMK1SVC13MAR/AN-TRAVELAGENTNAME /IC-15.00/AC1-S*TF15.00*FPCHECK*TT11/CM-15.00/CF-1234567
A SUPPLIER SALE FOR CC FOP IF THE AGENCY ACTS AS THE CC MERCHANT	TNZZMK1SVC13MAR/AN-AGENTNAME/IC-10.00 /AC1-S*TF10.00*FPCCAMEX1234567890123*CP4*TT11/CM-9.65/CF-1234567
A SUPPLIER SALE FOR CC FOP IF THE AGENCY HANDLES THRU TAFP	TNZZMK1SVC13MAR/AN-AGENTNAME/IC-10.00 /AC1-S*TF10.00*FPCCAMEX1234567890123*TT11/CM-9.65/CF-1234567

Issuing Invoice for Non-automated ARC/BSP Air

Segment data can also be entered with a 5MS- remark. These segments do not appear on the WORLDSPAN invoice. Use a segment number larger than any segment in the PNR as these segments override the WORLDSPAN TVL segment.

Note: Each MS line that is entered that relates to the same booking should use the same segment number. Use different segment numbers for different bookings.

```
5MS-[SEGMENT #][BOOKING TYPE]*VC[VENDOR CODE]*TT[TRAVEL
TYPE]*TF[TOTAL FARE]*SG[SEGMENTS]*CF[NON-ARC TICKET
NBR]*RL[AIRLINE REC LOC]
```

Trams offers three booking types. Refer to the *Invoice* section of the user's manual for additional information on booking types.

A = ARC/BSP	Assumes a client payment and net remit to ARC/BSP
S = Supplier	Assumes a client payment and a net remit to the Supplier/Vendor
C = Commission Track	Assumes no client payment to be received. Allows for tracking of commissions due from Supplier/Vendor. Defers accounting of the sale until the income is received from the Commission Track vendor.

Example PNR Entry: 5MS-9S*VCWN*TT1*TF300.00*SG*CF1234567890*RL123456

Note: See Descriptor Codes Valid at Booking Level for Descriptor Code definitions, and additional Descriptor Codes/Examples.

For TVL segments with the associate type **AIR**, *Trams* will look for a **CM-**, **CP-**, **CRD-**, **RG-** or **RQ-** entry. If none of these codes are present, it is assumed it is an air segment and not a booking. This means all TVL AIR segments entered to capture ticketing information in the back office need to have one of the above codes before or after the AC1 information or it will be ignored by Trams

Air (Flight) Segment Information will be captured from the TVL. Each segment must be listed on a separate TVL line and must include the following Worldspan codes:

FLT-,CC1-,CC2-,TD-,TA-

The ticket information needs to be entered in a separate TVL segment.

FLIGHT INFORMATION ENTERED IN A TVL LINE	TVL HP MK1 AIR 04JUL04/FLT-1611/CL-Y/CC1-MDW/TD-645A/CC2-MDW/TA-605A

*Note: the following example would also apply to Internet bookings.

ENTER AS AN AIR TVL SEGMENT	TNHPMK1AIR04JUL07JUL/AN-AMERICA WEST /CF-YHU9P/IC-230.00/CM-15.71/AC1-A*ALHP*TK1234567890*TF230.00*SG **01 04***TT1/FF1-FREE FLOW REMARKS **Note:** To specify a base and tax amount use the BF and TX codes instead of TF for Total fare in the AC1 area of the Travel segment.

Note: For WorldSpan AIR TVL Segments that create a booking, we enable the *SG (Segment Data) by default so that air segments are included in the Trams invoice booking, under the segment tab.

The *SG entry allows the user to specify which segments are to be included. The format is "*SG 01 02 03 04" where each segment number is separated by a space. You can specify the proper segments for each booking in an invoice.

Issuing Invoice for Non-ARC/BSP Air

For TVL segments with the associate type **AIR**, *Trams* will look for a **CM-**, **CP-**, **CRD-**, **RG-** or **RQ-** entry. If none of these codes are present, it is assumed it is an air segment and not a booking. This means all TVL AIR segments entered to capture ticketing information in the back office need to have one of the above codes before or after the AC1 information or it will be ignored by Trams

Air (Flight) Segment Information captured from the TVL. Each segment must be listed on a separate TVL line. The ticket Information will also need to be entered in a separate TVL segment.

ENTER AS AN AIR TVL SEGMENT	TNWNMK1AIR04JUL07JUL/AN-SOUTHWEST AIRLINES /CF-YHU9P/IC-230.00/CM-15.71/AC1-C*BF214.29*TX15.71*SG*TT1/FF1-FREE FLOW REMARKS **Note:** To specify a base and tax amount use the BF and TX codes instead of TF for Total fare in the AC1 area of the Travel segment.

Issuing Invoice for Insurance

ENTER AS AN INS TVL SEGMENT	TNWNMK1INS04JUL07JUL/AN-VOYAGEUR/CF-YHU9P/IC-20.00/CM-2.00/AC1-S*VCVOYAGEUR*TT7*TF20.00*CM$2.00*CF10732378*TXCA1.80

VALID IN BSP VERSION ONLY A=NO GST OR QST	GQA

B=GST ONLY	GQB
C=QST ONLY	GQC
D=GST AND QST	GQD

Split Form of Payment

Trams processes payment information at the booking level. This allows a different FOP for each booking. A single booking, however should include a single FOP. When receiving a split form of payment from the customer for a single transaction, you must account for the transaction with separate bookings. This records the proper fare and commission totals for clients and vendors

RECORD CASH SALE	TNZZMK1TUR15MAY20MAY/AN-APPLE VACATIONS GETAWAY/CF-1234567/IC-200.00/CM-0/AC1-S*TF200.00*SG*TT9*FPCK/FF1-FREE FLOW REMARKS
RECORD CC SALE	TNZZMK1TUR02JUN13JUN/ANDDELTA FLYAWAY/CF-1234567/IC-1305.00/CM-159.00/AC1-S*TF1305.00*FPAX3742333456782*SG*TT10/FF1-FREE FLOW REMARKS

Segments can also be entered with a 5MS- remark. These segments do not appear on the WORLDSPAN invoice. Use a segment number larger than any segment in the PNR as these segments override the WORLDSPAN TVL segment.

Note: Each MS line that is entered that relates to the same booking should use the same segment number. Use different segment numbers for different bookings.

```
5MS-[SEGMENT #][BOOKING TYPE]*VC[VENDOR CODE]*TT[TRAVEL TYPE]*TF[TOTAL FARE]*CM[COMMISSION]
```